

RECORD OF PROCEEDINGS

The Regular Meeting of the Meeker Town Board was held Tuesday, December 14, 2023 at Town Hall.

Members Present

Mayor
Trustees

Borchard
Day
Gutierrez
Jehorek
Kindall
Lockwood
Nielsen

Town Staff Present

Administrator
Town Clerk
Admin Asst
Attorney
Comm. Dev./Planner
Police Records Tech
PW Superintendent

Etheridge
Cook
Pakuer
Massih (attended by phone)
Thomson
Ridgeway
Willey

CALL TO ORDER

Mayor Borchard called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

All Board members were present.

APPROVAL OF THE AGENDA

Mayor Borchard asked for changes to the agenda. A motion was made by Trustee Nielsen to accept the agenda as submitted. Second by Trustee Jehorek. All ayes. Motion carried.

APPROVAL OF THE PREVIOUS MINUTES

A motion was made by Trustee Kindall to approve the minutes of November 21, 2023 as submitted. Second by Trustee Nielsen. Aye: Jehorek, Kindall, Day, Lockwood, Nielsen. Trustee Gutierrez abstained due to her absence. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS

A motion was made by Trustee Kindall to approve the disbursements dated November 30, 2023 & December 14, 2023 (Revised). Second by Trustee Gutierrez. All ayes. Motion carried.

PUBLIC PARTICIPATION

Comm. Dev./Planner Thomson introduced Mike Scholl and Josh Olhava from Ayres Associates; both were attending by phone. Ayers presented a slide show of the Meeker Housing Needs Assessment summarizing the data gathered from research done in Meeker and surrounding areas:

- Purpose of the Assessment: Understand the current housing market; Identify gaps and unmet needs in the market; Identify housing strategies and policies to guide actions over the next five to ten years.
- Community Assessment Process: Town of Meeker Housing Assessment Survey; Listening and Analyzing; Defining and understanding housing “affordability”

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Scholl stated the next steps to accomplish the requirements of reaching the housing goals for the community included:

- Organization and Capacity Building: who can act as the developer, who can apply for grants, identify property for development, and complete pre-development.
- Leveraging Existing Public Land: find opportunities to build more gentle density including duplex and garden style apartments or rowhouses.
- Funding Strategies: seek state grant funding, proposition 123 funding, CHFA technical assistance, and financing.
- Local Incentives and Programs: density bonuses or fee waivers for developers, infill programs and processes to allow for a variety of housing types, build where there is existing infrastructure, support upper floor housing in downtown per recent zoning updates.
- Zoning and Land Use: complete a comprehensive review every 5-years, update local regulations to align with market opportunities/need.

Lastly, Olhava shared that they planned to pull everything together to provide updated content and a final concept design, housing report, and strategic action plan, with an in-person presentation for the Board sometime in February, and assist with grant/funding next steps with staff.

Mayor Borchard asked the Board if they had any further questions or concerns, hearing none he thanked Scholl and Olhava for their presentation.

STAFF UPDATES

Police Chief Thompson was not present for the meeting, however his report was included in the Board packet.

Public Works Superintendent Willey reported there were 9,994,944 gallons of water pumped for the month of November; the crew has been working on equipment maintenance and they are hauling snow to the Fairgrounds for the Skijor event.

Community Development/Planning Thomson stated the Board packet includes the planning projects that are currently in progress; there will be a Planning Commission meeting on Monday that will result in a Board Public Hearing in January; Thomson has been working on end of year data; she has submitted an application with the Chamber of Commerce for the Building Better Places training; Thomson has been working with Stephnie with the Chamber on developing the grant application for the Community Business grant; and she has been working on streamlining the tracking of permits with the Building Department and will have this in place starting in 2024.

Town Clerk Cook has been working on finalizing the budget; started working on preparations for the upcoming elections; and human resources tasks include setting up two new employees.

Attorney Massih had nothing to report.

PUBLIC HEARINGS

Consideration of Special Event Liquor license to Meeker Lions Club for Skijor Dinner/Dance on December 30, 2023 at RBC 4H Building. Mayor Borchard opened the public hearing at 7:35 pm. Police Secretary Ridgeway stated that Mark Rogers is present representing Meeker Lions Club, and Janelle Urista will be the event manager. The license is for the Meeker Skijor Event to be held on December 30th from 4:00 pm to 12:00 pm at 700 Sulfur Creek Road at the Rio Blanco Fairgrounds 4-H Building; ID's will be

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checked at the bar; permission was received from the County for use of the facility; Chief Thompson has no objections to the event; the public hearing was advertised, and the property posted. This application is complete, and it is the staff's recommendation to approve the Special Event Liquor. Trustee Gutierrez inquired if the dance would continue to be held if skijor event can't be run due to lack of snow. Mr. Rogers stated the Lions Club plans on having the bar if the dance is still a go.

Hearing no further comments, Mayor Borchard closed the public hearing at 7:37 pm and called for a motion to approve the Special Events Liquor license to Meeker Lions Club for Skijor Dinner/Dance on December 30, 2023, at RBC 4-H building. Moved by Trustee Gutierrez. Second by Trustee Nielsen. All ayes. Motion carried.

Consideration of Ordinance #05-2023 adopting the Town of Meeker 2024 Budget and Highway Users Tax Budget. Mayor Borchard opened the public hearing at 7:38 pm. Town Clerk Cook reported the only change since the November 21st Public Hearing is the estimated assessed value of \$25,302,827. This was provided by the RBC Assessor in October if Senate Bill 23-303/Proposition HH had passed and was used to determine estimated property tax revenue, which resulted in a \$23,038.00 reduction for next year.

Hearing no comments, Mayor Borchard closed the public hearing at 7:40 pm and called for a motion to approve Ordinance #05-2023 adopting the Town of Meeker 2024 Budget and Highway users Tax Budget. Moved by Trustee Lockwood. Second by Trustee Kindall. All ayes. Motion carried.

NEW BUSINESS

Consideration of Resolution #12-2023 appointing a Housing Authority Commissioner. Administrator Etheridge stated Executive Director of the ERBM Sean Vonroenn has moved, leaving a vacancy on the Housing Authority Commission (HAC). The HAC decided it would be best to appoint somebody that has already had in association with or worked with HAC. The HAC asked Stacie Kincher, who already works for Urban Inc., to fill the vacancy and Kincher accepted, this term would run through May 2027.

Hearing no comments Mayor Borchard entertained a motion to approve resolution #12-2023 appointing Stacie Kincher to the Housing Authority Commission. Moved by Trustee Nielsen. Second by Trustee Gutierrez. All ayes. Motion carried.

Consideration of request for funding for the Meeker Golf Course cart lease. Administrator Ethridge welcomed JC and Alisha Watt and Mark Litzelman all present and representing the Rio Blanco Golf Association (RBGA). Etheridge stated that RBGA is requesting a \$9,600.00 donation for the 2024 season. This donation would help pay for the twelve carts that have been leased for the past three seasons, 2024 will be the final year of the 4-year lease agreement. Payment of the lease would allow RBGA to put money into maintaining the course's irrigation system and old equipment in need of repair and hiring a manager for the 2024 season. Trustee Lockwood suggested involving other public entities for funding, perhaps to help RBGA meet the need for a grant match. Trustee Jehorek asked if the Golf Course was receiving any other funding and if there were plans for future years. After some discussion regarding the state of RBGA and plans for the future, Mayor Borchard called for a motion. Trustee Gutierrez moved to approve a one-time donation of \$9,600.00 to RBGA. Second by Trustee Jehorek. All ayes. Motion carried.

Consideration of liquor license application for Family Dollar #29133 and request to set the public hearing. Police Secretary Ridgeway stated Rob Hosac was present by phone representing Family Dollar. Ridgeway reported Family Dollar LLC has a Master File with the state of Colorado; Town of Meeker has received all the application fees; Ridgeway requested a motion from the BOT to approve the application

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and set the public hearing for January 23, 2024. Trustee Lockwood expressed concern about having alcohol in Family Dollar. Trustee Gutierrez suggested the Board discuss concerns of this application during the public hearing. Trustee Jehorek questioned if the mandated distance requirements from schools and other establishments have been met, which was confirmed by Town Clerk Cook. Hearing no further comments Mayor Borchard entertained a motion to set the public hearing for January 23, 2024. Moved by Trustee Day. Second by Trustee Kindall. Aye: Kindall, Day, Lockwood, Nielsen. Nay: Gutierrez. Abstain: Jehorek. Motion carried.

Consideration of 2024 holiday schedule. Administrator Etheridge presented the 2024 holiday schedule per Town Policy. Mayor Borchard called for a motion to accept the Proposed 2024 Town of Meeker Holiday Schedule. Moved by Trustee Nielsen, Second by Trustee Kindall. All ayes. Motion carried.

OLD BUSINESS

Bid Award for Downtown Lights. Administrator Etheridge reminded the Board that at the October 17th meeting it was decided to install two samples of streetlights downtown, LOGIQ's Amerlux street light and Ducey's Washington Series street light. The Amerlux was installed in front of the Bank of San Juans, the Washington Series was installed in front of the Home.Made Store. The fitting that would be used to install the Washington Series would have to be hand made by the public works staff requiring quite a bit of manpower, welding, and expense. The fitting that would be used for the Amerlux would come ready to install without requiring any additional manpower. Staff recommendation is to award the bid to LOGIQ as the lower, qualified bid that requires fewer resources for installation. Mayor Borchard asked for further comments, hearing none he called for a motion to award the bid for the Downtown Streetlight Replacement to LOGIQ in the amount of \$133,006.94. Moved by Trustee Lockwood. Second by Trustee Kindall. All ayes. Motion carried.

Consideration of engagement agreement with project engineer for Meeker Riverfront project. Administrator Etheridge stated there are four firms that are interested in the Riverfront project. In the Board packet are documents from each firm including a rate sheet for each and emails explaining how each firm would approach the project. The sub-committee met on Monday and reached a consensus of going with GEI Consulting, with project manager Tom Smrdel who was involved two years ago when this project was in the beginning stages. He would have previous knowledge and understanding of the project, and he had good response time and communication skills. The recommendation from the sub-committee is to consider GEI Consulting and engage with them to move forward. Trustee Day stated at the sub-committee meeting it was discussed who would be responsible for liability if there is a deviation on the engineered plans. Day expressed concerns regarding moving forward with picking a consultant without the Board not having a plan in place. Administrator Etheridge replied that Smrdel of GEI responded to that question stating he would have to review with their engineer and determine how much change to the current design would trigger that transfer of liability. Trustee Gutierrez stated there are already stamped and approved plans in place from SWCA. Administrator Etheridge pointed out in the Agreement that the Scope of Work would include review of the stamped, engineered drawings and specifications as well as procedure for all change orders and a deadline of April 1, 2024 to review any pre-construction re-design suggestions.

After a lengthy discussion regarding process, Trustee Gutierrez made a motion to engage with GEI Consultants based on the sub-committee recommendation. Second by Trustee Kindall. Ayes: Kindall, Gutierrez, Nielsen. Nays: Day, Jehorek, Lockwood. Aye: Mayor Borchard. Motion carried.

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MAYOR'S REMARKS

None.

MANAGERS REPORT

Administrator Etheridge reported that staff has been busy with end-of-year reporting and filing, and took the opportunity to share with the Board some staff appreciation:

- Town Clerk Cook made an impressive turnaround on the budget and is already deep into election preparation.
- Staff at Town Hall continue to be efficient, effective, focused on service, and supportive of one another.
- PW Superintendent Willey has stepped up nicely into the Superintendent position, in January he will pass the Water Operator Responsible for Call duties on to JAK; Daylon Nielsen will start employment with PW on December 18th.
- Officer Long has been training with Officer Amick and doing a great job. The PD is fully staffed going into the new year.

The Town Christmas party will be next Wednesday at Buffalo Hall from 5:30 – 7:00, and the next Board meeting is January 9, 2024.

OTHER BOARD BUSINESS

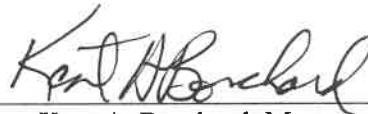
Trustee Gutierrez thanked the Town Hall staff for doing a great job, and stated the environment is a happy office without contention.

Trustee Jehorek stated the Land Use Code (LUC) was approved in May and at that time the Board knew that adjustments would need to be made. Jehorek stated there are some issues that need to be addressed regarding combining lot lines, as currently there is no public notice or notifying the neighbors. She feels the LUC needs to be revised to adopt such. Additionally, home occupations regulation only takes into consideration the traffic but not the parking or hours of operation or snow removal. Administrator Etheridge stated staff will take this into consideration, suggesting if there are any other issues the Board has observed that need to be reconsidered to let herself or Thomson know so they can potentially be reviewed as well.

Trustee Nielsen stated Colorado Parks and Wildlife (CPW) area biologist has a recommendation for short term termination of over-the-counter bull elk tags for the second and third rifle season in 2024 and 2025. This will help make up for the winter kill of 2022. The local outfitters will take a hit financially but feel it is more important for the wildlife to recover. Nielsen suggested the Town write a Letter of Support for the recommendation to the State Wildlife Commission. After some discussion, it was decided that Administrator Etheridge will draw up a letter of support.

ADJOURNMENT

Mayor Borchard adjourned the meeting at 8:48 pm.



Kent A. Borchard, Mayor

Attest:



Lisa Pakuer, Admin. Assistant